

ENGINEERING CONTRACT SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. Perform a variety of administrative duties related to evaluation and monitoring of contract performance, compliance, and contractual obligations within the Capital Improvement Program (CIP). Assist in proposal fact-finding and act as liaison between city personnel, departments, or businesses as required. Confer with various city personnel to detect contract ambiguities, conflicts, inaccurate statements, or omissions of essential terms and conditions. Respond to inquiries regarding contract obligations, renewals or revisions. Analyze data and prepare reports as required. Set up, maintain, and manage files and contracts database.

Supervision Received and Exercised:

Receives direction from the Engineering Services Manager or other senior management staff.

Exercises direct supervision over technical and/or clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Participate in the planning and implementation of a contract administration program for the City of Tempe Engineering Division;
- Work with Department Heads, Mayor and Council, and other city personnel to review CIP contract components; establish procedures for the monitoring of contract compliance issues including specifics as related to federally funded projects;
- Develop, implement and maintain a system to regularly monitor city contracts and agreements as directed by management;
- Assist in the development of contracts by proposing terms, conditions and specifications; create initial draft documents related to contracts:
- Review and investigate non-compliance issues and provide situation summaries proposing solutions in writing;

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Engineering Contract Supervisor (continued)

Work directly with vendors on bonding and insurance issues;

Research and aid in the resolution of contract issues;

Analyze data and prepare reports as required for Department Heads, Mayor

and Council, other city personnel, and the general public;

Prepare staff summary reports or related information for Department Heads,

Mayor and Council as needed;

Maintain files and contracts database;

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience in contract administration,

procurement or business administration.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, procurement, public administration

or degree related to the core functions of this position.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 269

Status: Exempt / Classified

Effective May 2000 Revised June 2004 Revised Oct 2004 (Supervision exercised) Revised June 2011 (job title change from Contract Admin)